



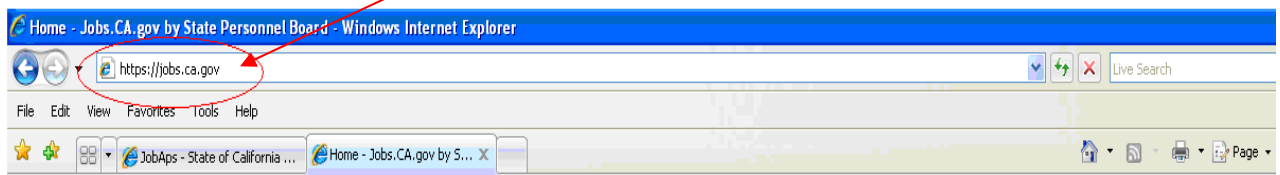
Completing On-Line Exams

Taking an exam on-line includes:

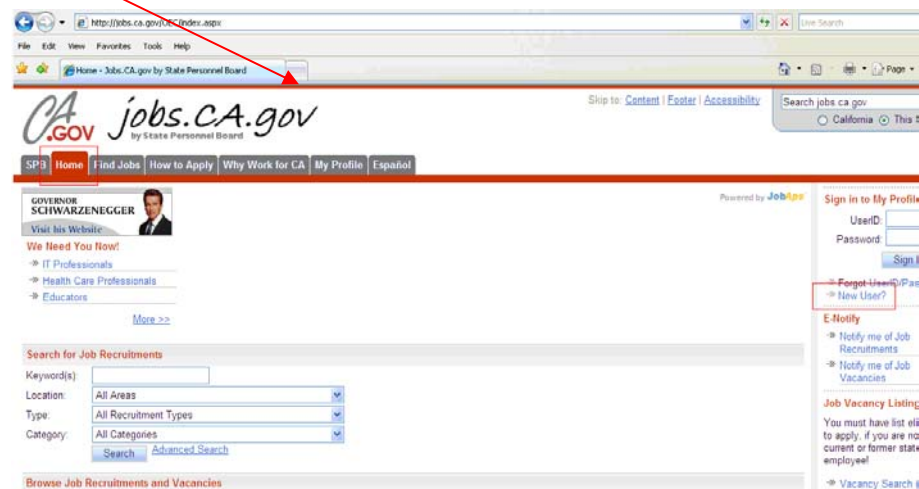
- Accessing the web site
- Searching for an exam
- Logging In or Creating an Account
- Taking the exam

All steps **must** be completed before obtaining your exam results.

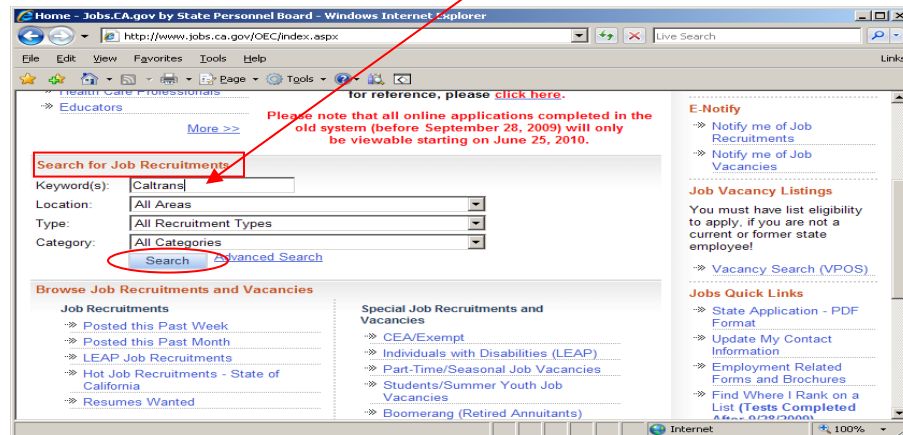
1. Using the internet, type <https://Jobs.ca.gov> and click enter.



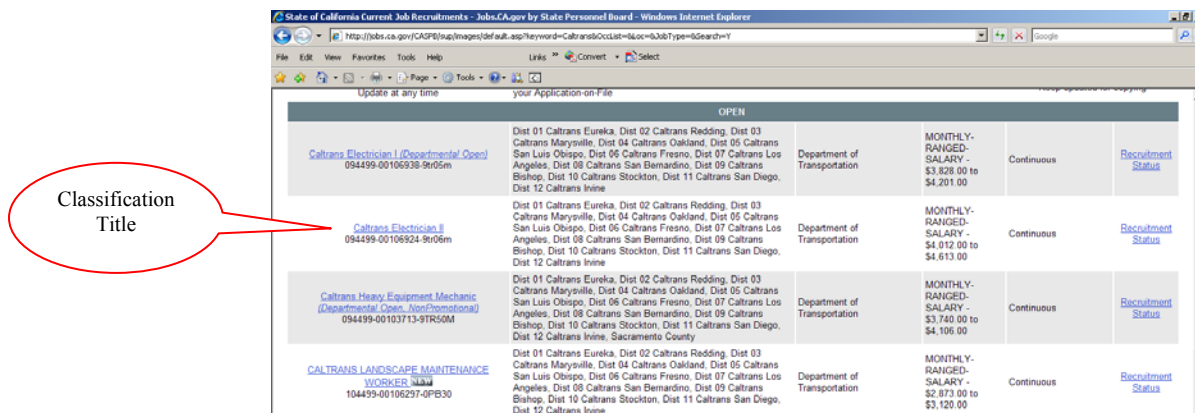
2. Once the website opens, you will see the page below which is the Jobs.CA.gov home page.



- Under “**Search for Job Recruitments,**” type “**Caltrans**” in the Keyword(s) box and click the “**Search**” button.



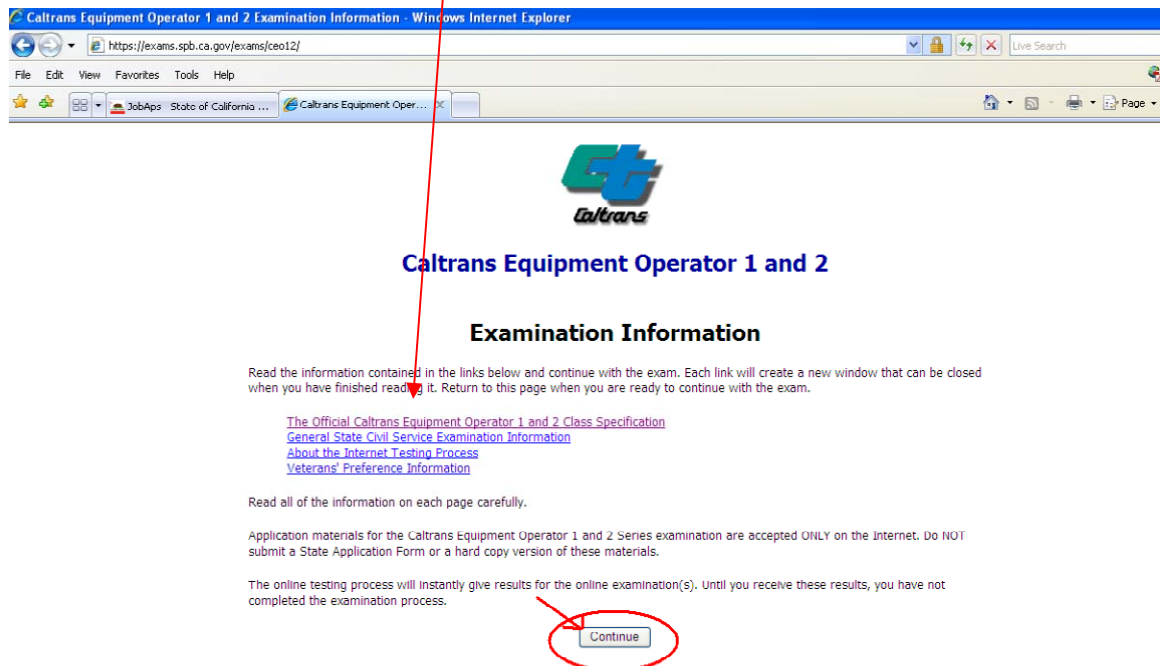
- Scroll down to classification title you are interested in. Click on the exam title link to open up the bulletin. Thoroughly read the information on the job recruitment bulletin.



- Scroll down to the bottom of the bulletin and click on “**Click here to take the examination.**”

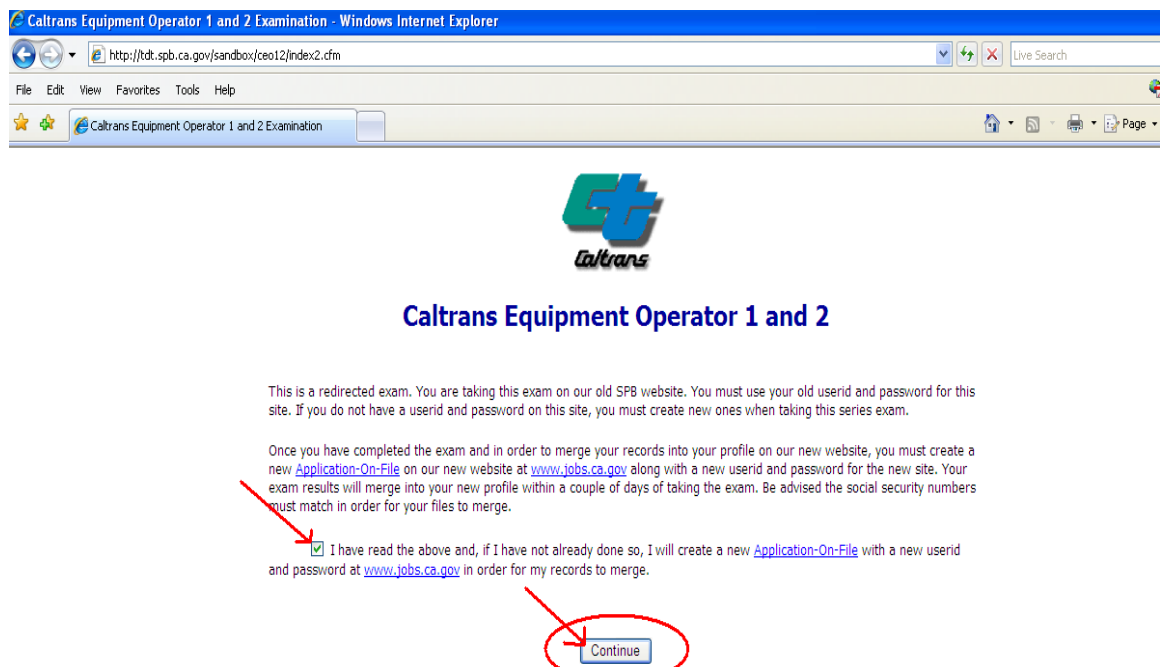


6. Read the information on the “**Examination Information**” page including all the information contained in the links provided. Click the “**Continue**” button to get to the “**Login**” page.



7. Check the “**I have read the above**” box and click on the “**Continue**” button.

(The Caltrans Equipment Operator 1 and 2 on line exam is being used for illustration purposes only)



8. If you have already established an account, enter your user ID/Password to access the exam. If not, you must create an account.

Caltrans Equipment Operator 1 and 2 Login or Create an Account - Windows Internet Explorer

http://tdt.spb.ca.gov/sandbox/ceo12/login.cfm

File Edit View Favorites Tools Help

Caltrans Equipment Operator 1 and 2 Login or Create ...

Caltrans

Caltrans Equipment Operator 1 and 2

Login or Create an Account

To continue, you must login with your old User I.D. and password. If you do not have an application on this old site (the old system), choose the link below.

[If you do not have a User I.D. and password, click here](#)

Online Examination Login

User I.D.:

Password:

[Forgot your password?](#)

ALL QUESTIONS REGARDING THIS EXAMINATION MAY BE DIRECTED TO (866) 844-8671.

Annotations:

- Red circle around the link: [If you do not have a User I.D. and password, click here](#)
- Red arrow pointing to the link: *If you "DO NOT" have a user id/password, click here to create one to access this exam.*
- Red arrow pointing to the login form: *You may login here if you have a user id/password from the old site "NOT" the new site.*

9. If you have entered a valid user ID/Password it will take you to the “**Equal Employment Opportunity**” page (see step 11). Otherwise, you must create an account to access the exam. Read the User I.D. and Password Information and click on “**Continue**” to create an account.

User I.D. and Password Information - Windows Internet Explorer

http://tdt.spb.ca.gov/sandbox/ceo12/userid_password1.cfm

File Edit View Favorites Tools Help

User I.D. and Password Information

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User I.D. and Password Information


To protect your data, and to prevent others from accessing it, you will need to create a User I.D. and password. The account you create will be used to access your State Application, examination information, and results stored on our server.

Storing your State Application with us is safe and convenient, providing SSL encryption and anytime, anywhere access. The service is FREE. The only software you need is a Web Browser and the free Adobe Acrobat Reader.

IMPORTANT INFORMATION!

Misuse of any State computing system is a violation of Section 502 of the California Penal Code and/or applicable Federal law, and is subject to prosecution. Providing false information is a violation of State law, and could result in adverse legal actions being taken.

10. To create an account, enter the required information and click on “Continue”



Caltrans Equipment Operator 1 and 2

Create User I.D. and Password

All User I.D.s must be unique, and your password cannot be the same as your User I.D. If the User I.D. you want is already taken, try adding a number or short word at the end. Both the User I.D. and password must be at least 4 characters long. Numbers, letters, spaces, and symbols are acceptable.

All fields marked with an asterisk (*) are required fields.

For your protection, passwords and other sensitive data will be encrypted prior to being saved.

User I.D.: 20 character max (Example:csmit99) *

Password: 20 character max *

Retype Password: 20 character max *

Security Question: Select a Question *

Security Question Answer: 30 character max *

First Name: 16 character max *

Last Name: 20 character max *

Email Address:

Home Phone: (Example: xxx-xxx-xxxx) *

11. You will arrive at the “Equal Employment Opportunity (EEO)” page as shown below.



Caltrans Equipment Operator 1 and 2

Equal Employment Opportunity

To assist the State of California in its commitment to Equal Employment Opportunity, applicants are asked to voluntarily provide the following information. This questionnaire will be separated from the application prior to the examination and will not be used in any employment decisions. Government Code Section 19705 authorizes the State Personnel Board to retain this information for research and statistical purposes.

Personal Information

SOCIAL SECURITY NUMBER:

Gender

☐ NOT INDICATED ☐ MALE ☐ FEMALE

Age

☐ NOT INDICATED ☐ Under 21 ☐ 21-39 ☐ 40-69 ☐ 70 and Over

Ethnicity Information

Select the option that best describes your race/ethnicity.

☐ I DON'T WANT TO INDICATE MY ETHNICITY.

☐ AMERICAN INDIAN OR ALASKAN NATIVE is defined as persons having origins in any of the tribal peoples of North

12. After completing the EEO page, complete the “**Mailing Address Location**” page and click on “**Continue.**”

Mailing Location - Windows Internet Explorer

http://tdt.spb.ca.gov/sandbox/ceo12/mailing_location.cfm

File Edit View Favorites Tools Help

Mailing Location

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Mailing Address Location

Current User: atmtester
[Logout](#)

Indicate where your mailing address is located. If you live within the United States, select "Mailing Address is inside the United States." If you live outside of the United States, select "Mailing Address is outside the United States."

☒ Mailing Address is inside the United States

☐ Mailing Address is outside the United States

[Continue](#)

13. Complete the “**Exam Application**” page and click on “**Continue.**”

State Exam Application - Windows Internet Explorer

http://tdt.spb.ca.gov/sandbox/ceo12/exam_application.cfm

File Edit View Favorites Tools Help

State Exam Application

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Caltrans Equipment Operator 1 and 2

Exam Application

Current User: atmtester
[Logout](#)

This application is for competitors whose mailing address is within the United States. If your mailing address is outside the United States, return to the previous page by using the browser's BACK button, refresh the page and select "Mailing Address is outside the United States."

State Application for the Caltrans Equipment Operator 1 and 2 examination.

All fields marked with an asterisk (*) are required fields.

First Name:

Middle Initial:

Last Name:

Social Security Number:
(Example: xxxxxxxx)

Email Address:

Home Phone:

Work Phone:

Mailing Address:

14. The “**Minimum Qualifications**” is the first step in the exam process. Enter the requested information and click on “**Continue**.” If you do not meet the minimum qualifications, you will be disqualified. If you believe you do meet the requirements and you feel there has been an error, you may reapply. Repeat steps 1-8 to reapply. You may also call the State Personnel Board (SPB) Exam Analyst at (866) 844-8671 if you are still having difficulty.

15. If you meet the “**Minimum Qualifications**” to take the exam, the “**Exam Choice**” page will appear. You will automatically be selected to take the exams in which you have met the requirements.

16. If the on-line exam requires you to select a “**Location Preference**,” the next page will appear. Based on the exam, you will be prompted to select either one or multiple locations.

Location Preferences - Windows Internet Explorer

http://tdt.spb.ca.gov/sandbox/ceo12/locations.cfm

File Edit View Favorites Tools Help

Location Preferences

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Caltrans Equipment Operator 1 and 2

Location Preferences

Current User: atmtester
[Logout](#)

LOCATIONS IN WHICH YOU ARE WILLING TO WORK

You may ONLY select one location from which you will accept job offers should you pass the examination:

- ☐ District 1 - Eureka
- ☐ District 2 - Redding
- ☐ District 3 - Marysville
- ☐ District 4 - Oakland
- ☐ District 5 - San Luis Obispo
- ☐ District 6 - Fresno
- ☐ District 7 - Los Angeles
- ☐ District 8 - San Bernardino
- ☐ District 9 - Bishop
- ☐ District 10 - Stockton
- ☐ District 11 - San Diego
- ☐ District 12 - Irvine
- ☐ Sacramento

[Continue](#)

17. To continue with the exam, complete the “**Supplemental Information**” requested.

Caltrans Equipment Operator 1 and 2 Supplemental Information - Windows Internet Explorer

http://tdt.spb.ca.gov/sandbox/ceo12/supplemental_information.cfm

File Edit View Favorites Tools Help

Caltrans Equipment Operator 1 and 2 Supplemental In...

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Caltrans Equipment Operator 1 and 2

Supplemental Information

Current User: atmtester
[Logout](#)

Tenure/Timebase Selection

Select at least one of the tenure and timebase options on this page.

On a permanent basis, I am willing to work:

- ☐ Full-time
- ☐ Part-time (12 months/year, less than 40 hours per week)
- ☐ Intermittent (Not more than 1500 hours per year, equivalent to 9 months at 40 hours/week)

On a temporary basis, I am willing to work:

- ☐ Full-time
- ☐ Part-time (12 months/year, less than 40 hours per week)
- ☐ Intermittent (Not more than 1500 hours per year, equivalent to 9 months at 40 hours/week)

Language Fluency

Indicate which proficiencies you possess.

Spanish

18. Complete the “**Training and Experience Evaluation**” Self Assessment Exam. Carefully review the rating scale(s) provided and respond to each statement as it applies to you.

The screenshot shows a web browser window titled "Training and Experience Examination - Windows Internet Explorer". The address bar shows the URL "http://tdk.spb.ca.gov/sandbox/ceo12/training_experience1.cfm". The page features the Caltrans logo and the title "Caltrans Equipment Operator 1 and 2 Training and Experience Evaluation". Below the title, it says "Current User: atmtester" and "Logout". The main content area is titled "Section 1: Tasks - Caltrans Equipment Operator 1 and 2" and contains instructions for questions 1-8. It asks the user to respond to each statement by indicating how the statement applies to them, using a rating scale. It also asks for years of experience and frequency of performing tasks. Red arrows point from the text in step 18 to the "Years of experience" and "Frequency" sections.

Training and Experience Examination - Windows Internet Explorer
http://tdk.spb.ca.gov/sandbox/ceo12/training_experience1.cfm

File Edit View Favorites Tools Help

Training and Experience Examination

Caltrans

Caltrans Equipment Operator 1 and 2
Training and Experience Evaluation

Current User: atmtester
[Logout](#)

Section 1: Tasks - Caltrans Equipment Operator 1 and 2

For questions 1-8:
Using the rating scale(s) provided below, you will rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by making one option from the scale(s) provided.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or volunteer.

Years of experience
I have performed this task for:

- More than 5 years
- More than 3 years and up to 5 years
- More than 1 year and up to 3 years
- More than 6 months and up to 1 year
- 0 to 6 months

Frequency
I have performed this task for:

- More than 60 times
- At least 40-60 times
- At least 21-40 times
- At least 11-20 times
- 1-10 times

19. Once you have completed the exam you will be directed to the “**Consent Agreement**” page. Check the “**I hereby certify**” box and click on “**Score My Exam**.”

The screenshot shows a web browser window titled "Caltrans Equipment Operator 1 and 2 Exam Consent Agreement - Windows Internet Explorer". The address bar shows the URL "http://tdk.spb.ca.gov/sandbox/ceo12/consent_agreement.cfm". The page features the Caltrans logo and the title "Caltrans Equipment Operator 1 and 2 Consent Agreement". Below the title, it says "Current User: atmtester" and "Logout". The main content area contains a consent agreement text. A red arrow points to the "I hereby certify" checkbox. Another red arrow points to the "Score My Exam" button, which is circled in red. Below the button is a "Testing Report" link.

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Caltrans Equipment Operator 1 and 2 Exam Consent Agreement - Windows Internet Explorer
http://tdk.spb.ca.gov/sandbox/ceo12/consent_agreement.cfm

File Edit View Favorites Tools Help

Caltrans Equipment Operator 1 and 2 Exam Consent ...

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Caltrans Equipment Operator 1 and 2
Consent Agreement

Current User: atmtester
[Logout](#)

You must agree to the terms and conditions of this examination process by checking the box below. If you do not check the box below, your examination will not be scored, and you will not receive your results.

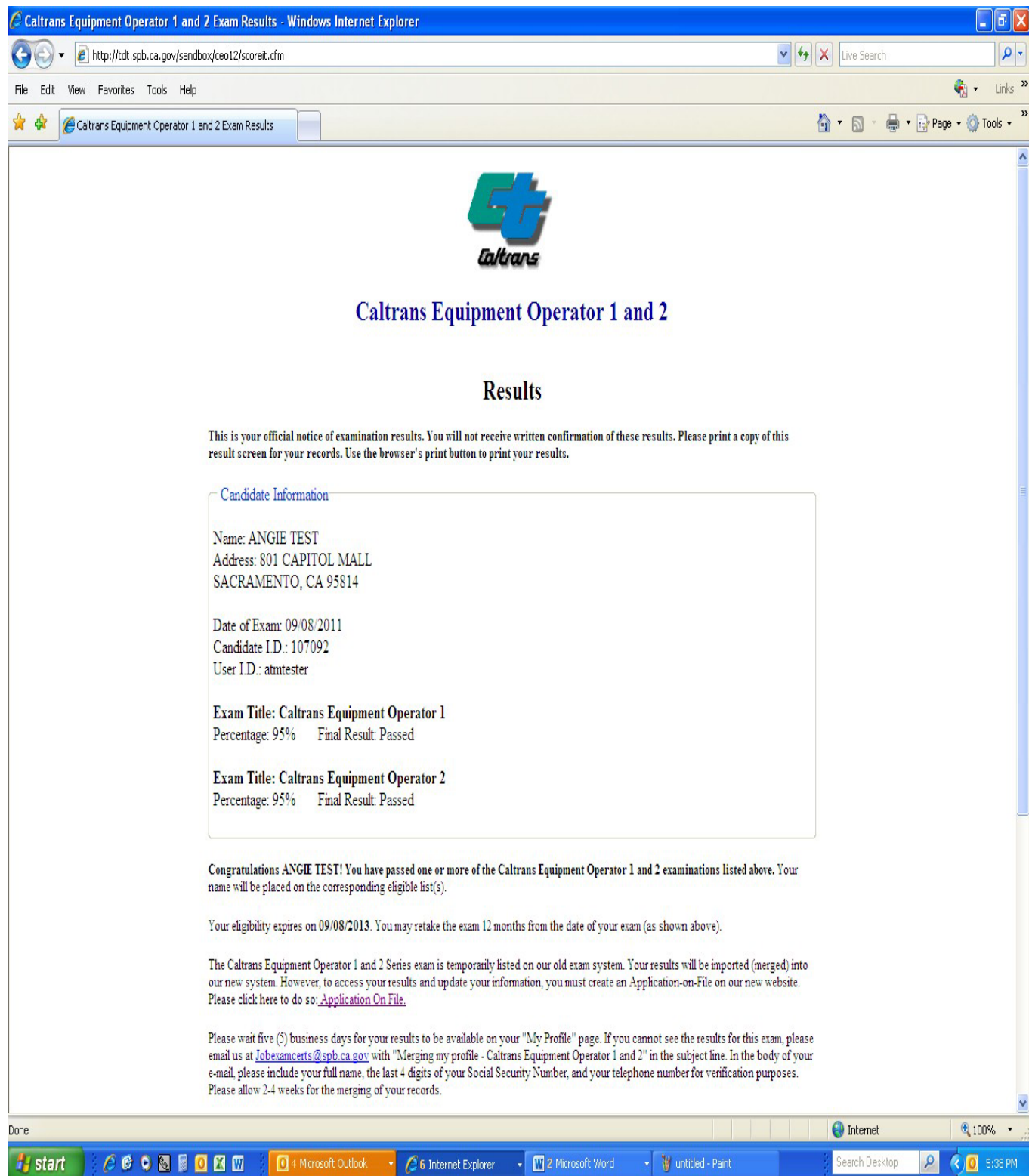
☐ I hereby certify that all the information entered on this examination is true and complete to the best of my knowledge. I understand that if I do not possess the legal Minimum Qualifications for this classification, I will be removed from the examination when this fact is determined. I understand that if this examination is not completed correctly, it may not be processed. I understand that I am responsible for the accuracy of my responses on this examination.

If you want to review your answers, [click here](#). Once you click SCORE MY EXAM, you may not go back.

[Score My Exam](#)

[Testing Report](#)

20. You will receive your “**Results**” notification page as shown below. Your results will reflect in your profile within 4-5 business days. If not, contact the SPB Exam Analyst assigned to the exam you just completed at (866) 844-8671.



Caltrans Equipment Operator 1 and 2 Exam Results - Windows Internet Explorer

http://tdt.spb.ca.gov/sandbox/ce012/scoreit.cfm

File Edit View Favorites Tools Help

Caltrans Equipment Operator 1 and 2 Exam Results

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Caltrans Equipment Operator 1 and 2

Results

This is your official notice of examination results. You will not receive written confirmation of these results. Please print a copy of this result screen for your records. Use the browser's print button to print your results.

[Candidate Information](#)

Name: ANGIE TEST
Address: 801 CAPITOL MALL
SACRAMENTO, CA 95814

Date of Exam: 09/08/2011
Candidate I.D.: 107092
User I.D.: atntester

Exam Title: Caltrans Equipment Operator 1
Percentage: 95% Final Result: Passed

Exam Title: Caltrans Equipment Operator 2
Percentage: 95% Final Result: Passed

Congratulations ANGIE TEST! You have passed one or more of the Caltrans Equipment Operator 1 and 2 examinations listed above. Your name will be placed on the corresponding eligible list(s).

Your eligibility expires on 09/08/2013. You may retake the exam 12 months from the date of your exam (as shown above).

The Caltrans Equipment Operator 1 and 2 Series exam is temporarily listed on our old exam system. Your results will be imported (merged) into our new system. However, to access your results and update your information, you must create an Application-on-File on our new website. Please click here to do so: [Application On File](#).

Please wait five (5) business days for your results to be available on your "My Profile" page. If you cannot see the results for this exam, please email us at Jobexamcerts@spb.ca.gov with "Merging my profile - Caltrans Equipment Operator 1 and 2" in the subject line. In the body of your e-mail, please include your full name, the last 4 digits of your Social Security Number, and your telephone number for verification purposes. Please allow 2-4 weeks for the merging of your records.

Done

Internet 100%

start 4 Microsoft Outlook 6 Internet Explorer 2 Microsoft Word untitled - Paint Search Desktop 5:38 PM